

RSO Guide to Hosting ISS Global Café

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Overview

What is Global Café?

Global Café is a biweekly event hosted by different ISS-affiliated student organizations (RSO) at the International Community Center, ICC. It is the perfect place to learn about new cultures while meeting other international and domestic (U.S.) students. Each Café has a unique theme and activities which could include playing games, engaging in conversations, and much more. The goal is to have as many different RSOs host a Global Café as possible throughout the year.

Important Information

1. **Date:** Alternating Wednesdays during the semester from 4:30-6:00pm in the International Community Center (ICC) in the ISS office (702 Pyle Center, suite 130)
2. **Attendance:** We expect 40-60 international and domestic attendees at each event with a maximum capacity of 90 people at a time (per fire regulations).
3. **Goals:** Global Café is a light-hearted, social, and educational event to create community among students.
4. **Food:** Global Café is NOT supposed to be a dinner. The budget is roughly \$10/person, or approximately **\$500-\$700 in total** (paid by the International Student Services - ISS)

Where to begin?

The first step to hosting Global Cafe is to reach out to issprograms@iss.wisc.edu to indicate your interest in hosting the event. We will respond to schedule a time for an intake meeting and discuss your idea for the event.

Reflect on what you would like to share with event attendees. After you get your date assignment for the Global Café, begin envisioning the nature of the event you plan to host. A helpful way to get started is to reflect on the question “What is something you would like to share with a group of international and domestic students?” Something specific about a certain culture or a topic of global significance? Bring that question to the members of your RSO.

Materials to Prepare as a Global Café Host

Slides

Your combined presentation and activity should be about one hour maximum.

Create a brief slideshow to begin your event including the following:

- Ice breaker question as attendees settle in
- Introduction to you RSO, what you do, and how to get involved
- Introduction to the food ordered for the event, why did you choose this particular restaurant and menu? Is there cultural significance?
- Information about your chosen topic to share with attendees

Activity

Think of an engaging activity to involve all event attendees. ISS can supply some materials with advanced notice. Below are a few examples of activities to consider, or feel free to think of your own!

- Gameshow like Jeopardy, Trivia, Minute to Win It, or Family Feud
- Teach a dance or a song
- Language lesson: Teach people how to pronounce things, or even guess how to pronounce (accents, name of food, common phrase, etc)
- Crafts (paper cutting, henna, coloring sheets)
- Online game like Geoguesser
- Group Discussion: write questions on post-it notes
- Would you rather? Ask audiences to vote on two options (ex: visit Ho Chi Minh City or Hanoi? Eat this food or that food?)
- Videos should be less than 2 minutes long

Food

Choosing a restaurant and menu

Our preference is to order food from restaurants that can deliver, although depending on our staff's capacity, a pick-up order may be possible. Eat Street/Doordash are not possible.

Consider international dietary restrictions such as vegetarian/vegan options, lactose-free options, gluten-free options, nut allergies, religious or cultural diets, etc.

Remember that Global Café is supposed to be a snack, not a dinner. The budget is roughly \$10/person, or approximately \$500-\$700 in total, paid by the International Student Services - ISS).

Examples of successful menus

- Baklava, bagel, and Turkish tea (Madison Association of Turkish Students)
- Scallion pancakes, veggie pot stickers, kung pao tofu, and sesame chicken (Wisconsin International Studies Major Association)
- Mooncakes (Chinese Language and Culture Club)
- Arepas, sweet plantains, beans, and rice (Colombian Badgers)
- Amazon order of snacks from a variety of countries (Second Language Acquisition Student Organization)

Flyer

Design a flyer to represent your Global Café. Reference @us_iss Instagram for inspiration from previous Global Cafés. Make sure to include:

- Date and time of the event
- Name of your RSO
- Pictures of food offered or topics that will be talked about

Playlist

Create a playlist (about 30-60 minutes) that we can play to set the mood as attendees arrive and participate in activities throughout the event.

Marketing and Promotion

Spread the word! Remember that this is your event, so share the invitation to attend with your departments, friends, RSO members, etc. We will share your flyer on the ISS Instagram the week of your event and re-share as a story the day before your event.

You can find event details on the [ISS Global Café website](#), and the [link to RSVP on WIN](#) by searching Global Café. If you have a list of emails for people in your club whom you would like to invite, share it with Anna Nordhaus (anna.nordhaus@wisc.edu) in advance.

Timeline

Sending us your materials

Please plan to send us your materials 2-3 weeks before the event. We will decide on this timeline together at our intake meeting.

- Presentation slides/activity (draft, send finalized version 1 week before event)
- Agenda (draft, send finalized version 1 week before event)
- Catering order
- Printing or materials you would like ISS to provide
- Flyer for social media

Day of the event

- 4:00 RSO presenters arrive at the ISS ICC space to help set up. Play your music and set up tech. The food will arrive at this time as well.
- 4:30 Event begins, we will begin the presentation around 4:45
- 4:45 Presentation and activity end
- 6:00 Please plan to stay for a few extra minutes to help with the event clean up
- 6:30 Everyone goes home

Questions? Please reach out to issprograms@iss.wisc.edu. We look forward to working with you!